香港申訴專員公署
Office of The Ombudsman, Hong Kong

索取資料申請表格
Application for Access to Information

（本表格可用中文或英文填寫，填寫前請細閱表格下方的備註。除另有註明外，本表格要求的所有資料，必須填寫。）
(This form can be completed either in Chinese or English. Please read the notes below before filling out the form. All fields must be filled in, unless otherwise specified.)

致： 香港干諾道中 168-200 號信德中心招商局大廈 30 樓
申訴專員公署總行政主任（傳真號碼：2882 8149；電郵：enquiry@ombudsman.hk）

To: Chief Manager, Office of The Ombudsman
30/F, China Merchants Tower, Shun Tak Centre, 168-200 Connaught Road Central, Hong Kong
(Fax No.: 2882 8149; Email: enquiry@ombudsman.hk)

申請人資料 Applicant's Particulars

稱謂 Salutation ☐ 先生 Mr ☐ 女士 Ms	
姓名 Name	#香港身份證號碼 HKID Card No.

通訊方式 Mode of Communication

☐ 郵寄 By Post ☐ 電郵 By Email （請選擇其中一項並於下方提供相關資料。）(Please select either option and provide the relevant information below.)
郵遞地址 Postal Address / 電郵地址 Email Address
電話號碼 Telephone No. *（請盡量提供）(Please provide as far as possible)*

請在適當的方格內加上「✓」號 Please tick the appropriate box(es)
#如索取的資料屬申請人的個人資料方需填寫 Complete only if the applicant's personal data is requested

要求索取的資料 Information Requested

索取的資料詳情（請盡量具體說明，以便我們清楚知道你所需要的資料。如有需要，請另紙書寫。） Details of information requested (Please be as specific as possible: it will help us identify clearly what you are looking for. Use a separate sheet if necessary.)

簽署 Signature ____________________ 日期 Date ____________________

備註 Notes

1. 你提出申請索取資料，代表你已閱讀及知悉本署網頁所載的「**公開資料政策**」。
   By making an application for access to information, you represent that you have read and acknowledged the **Policy on Access to Information** of this Office available at this Office's website.
2. 本署會按複製有關資料的成本收取費用，並會預先告知你所需繳付的費用。如需繳費，索取的資料會在所需費用繳清後才予發放。
   A charge reflecting the cost of reproducing the records concerned may be levied. We will advise you in advance of any such charge. If a charge is payable, information will not be released until the requisite payment has been made.
3. 本署或需要你提供更多資料，以協助我們回應你的要求。如未能提供足夠資料，本署可能無法處理你的申請。
   You may be asked to provide additional information to help us meet your request. We may not be able to process your application if you do not provide sufficient information.
4. 你所提供的資料，將用於處理有關你索取資料的事宜上。如欲更改或索取載列於本表格內的個人資料，請與本署總行政主任聯絡。
   The information provided will be used for processing your application for access to information. For correction of or access to personal data contained in this application, please contact the Chief Manager of this Office.

(Aug 2023)